

**Guidance for submitting proposals to the Office of Science using the ePMA system**

December 7, 2006

All proposals submitted in response to the FY'09 Field Budget Call shall be provided to the Office of Science via the ePMA system.

The following information provides guidance to National Laboratories for completing and submitting proposals for the ePMA system for the Office of Science. Specific fields are listed where an office has given guidance. All other fields for the proposal should be filled out as appropriate for the work being performed and the parameters of the proposal.

This Guidance is effective through December 1, 2007. New Guidance will be issued prior to that date with the revised Budget Year designations and other updates.

The Internal Lab Number (FWP Number) should remain the same for any project previously entered in the ePMA system, so that the new submission can be properly associated with the previous submissions for the project (including both BUDG and FUND submissions).

## Office of Science

### Office of Science HQ Program Organizations

(Although the Program Offices are identified in this table, in most cases a specific Division—and not the parent Program Office—will be designated for receipt of a proposal via ePMA. For example, SC-22.1, not SC-22.)

SC-21 – Office of Advanced Scientific Computing Research ([use this designation only for all SC 21 \(ASCR\) proposals](#))

SC-21.1 – Mathematical, Information, & Computational Sciences Division

SC-21.2 – Small Business Research Division

SC-22 – Office of Basic Energy Sciences

SC-22.1 – Chemical Sciences, Geosciences & Biosciences Division

SC-22.2 – Materials Sciences and Engineering Division

SC-22.3 – Scientific User Facilities Division

SC-23 – Office of Biological & Environmental Research

SC-23.2 – Life and Medical Sciences Division ([Life \(23.1\) and Medical \(23.2\) merged in 2006 to form SC-23.2, however, separate 23.1 and 23.2 designations should be used for KP11 & KP14 respectively](#))

SC-23.3 – Climate Change Research Division

SC-23.4 – Environmental Remediation Sciences Division

SC-24 – Office of Fusion Energy Sciences

SC-24.1 – ITER and International Division

SC-24.2 – Research Division

SC 25 – Office of High Energy Physics ([use this designation only for all of SC 25](#))

SC 25.1 – Research & Technology Division

SC 25.2 – Facilities Division

SC-26 – Office of Nuclear Physics

SC-26.1 – Physics Research Division

SC-26.2 – Facility & Project Management Division

SC 27 – Office of Science Education & Workforce Development

### Information to be entered for Proposals for SC

*This covers all proposals; general instructions and instructions for the Fiscal Year 2009 Budget Call are covered at the beginning of this table; exceptions specific to proposals for action for FY 2007 and/or FY 2008 are covered at the end of the table.*

<i>Administrative Data – ePMA Fields</i>	The following is guidance for entering data in fields on the Admin tab
<b>Fiscal Year</b>	Select <b>2009</b>
<b>Proposal Purpose</b>	Select <b>Budget</b>
<b>Proposal Reason</b>	Select <b>New</b> or <b>Ongoing</b> ; the other choices are not allowed for FY 2009 Budget Call proposals
<b>Estimated Proposal Begin Date</b>	Enter 10/01/2008
<b>Estimated Proposal End Date</b>	Enter 09/30/2009 or select <b>Is Open Ended</b>
<b>HQ Program Organization</b>	Select the Division of the Program Office responsible for the project from the list of SC program organizations. The proposal will be routed to the appropriate HQ Administrator for that Division. Do not select a Program Office unless explicitly instructed to do so for the proposal being submitted. Please contact the appropriate Program Office with any questions.
<i>Proposal Short Title</i>	The last name of the Principal Investigator is to be used as the short title. Optionally, a numerical designator may be included, but must be after the PI last name in the short title (ex., Smith 2895)
<i>Budget Data – ePMA Fields</i>	The following is guidance for entering data in fields on the Budget tab
<b>B&amp;R Codes</b>	<ul style="list-style-type: none"> <li>• Use the B&amp;R Code already established for the project, if it is ongoing.</li> <li>• A minimum of one B&amp;R Code must be entered</li> <li>• The B&amp;R must have a minimum of the Program and Sub-Program level to be accepted <ul style="list-style-type: none"> <li>○ Example: KP1102 or KA1501 or KC1200</li> </ul> </li> <li>• B&amp;R Codes may be entered at a lower level, if applicable</li> <li>• Any number of B&amp;R Codes may be entered (but only one division in a program office may be specified in the field HQ Program Organization; obtain HQ guidance on which division to specify if more than one B&amp;R code is entered)</li> </ul> <p>For further B&amp;R code information, use CTRL + click to follow the link below to the Budget and Classification Code (BARC) system reports.  <a href="http://www.mbe.doe.gov/efasc/frad/barc/index3.htm">http://www.mbe.doe.gov/efasc/frad/barc/index3.htm</a></p> <p>Report #1 - Assistant Secretary Listing lists B&amp;R ranges by DOE office  The following reports give detailed listings and descriptions of the departments B&amp;R Codes:  Report 4 - Master Report Part 1 ( Codes 010000000 - DC5000000)  Report 5 - Master Report Part 2 (Codes DF0000000 - GD3120312)  Report 6 - Master Report Part 3 (Codes GH0000000 - ZN5000000)</p>
<b>2007 Current FY</b>	Insert the latest AFP budget numbers (obligations and costs) if an active project in FY 2007

<b>2008 BY-1</b>	Insert the numbers from the President's budget request, if available, (obligations and costs) if expected to be active in FY 2008
<b>2009 BY</b>	Insert funding requests for budget year (obligations and costs)
<b>2010 BY+1</b>	Insert funding requests, if any, for budget year plus 1 (obligations and costs)
<b>2011 BY+2</b>	Insert funding requests, if any, for budget year plus 2 (obligations and costs)
<b>2012 BY+3</b>	Insert funding requests, if any, for budget year plus 3 (obligations and costs)
<i>Technical Data</i>	The following is guidance for entering data in fields on the Technical tab
<b>Milestones</b>	List published (peer reviewed) articles or other deliverables
<i>Attachments</i>	The following is guidance for the Attachments tab
	Add a single attachment under the Other category. This attachment should consist of the complete FWP. This attachment should include all information for the Budget Call proposal not otherwise entered.
<b><i>Funding proposals for FY 2007 or 2008</i></b>	<b>Please follow guidance above except for the following:</b>
<i>Administrative Data – ePMA Fields</i>	
<b>Fiscal Year</b>	Select <b>2007</b> or <b>2008</b> (select the first year for which the new funding is requested)
<b>Proposal Purpose</b>	Select <b>Funding</b>
<b>Proposal Reason</b>	<b>New</b> project, <b>Renewal</b> of existing project, <b>Supplement</b> to existing project, <b>Change</b> such as of Principal Investigator or allocation of funds, <b>Informational</b> Report, <b>Other</b>
<b>Estimated Proposal Begin Date</b>	Enter the date at which the requested funding or change is to first take effect
<b>Estimated Proposal End Date</b>	Enter the date by which the project period is to be completed
<b>HQ Program Organization</b>	As before
<i>Budget Data – ePMA Fields</i>	The number of years requested is dependent on the work being proposed: <b>New</b> or <b>renewal</b> proposals: Typically 3 years are requested, but from 1 to 5 years may be requested as warranted by the substance of the proposal or instructed by the solicitation or HQ program staff. <b>Supplement</b> proposals: Budget data should reflect proposed additional funding levels for the project for each year requested; already awarded funding must not be included. <b>Change, Informational</b> or <b>Other</b> proposals do not have any funding requested (zero should be in all years).
<b>B&amp;R Codes</b>	Use the B&R Code already established for the project, if it is ongoing. For new projects follow the instructions above
<b>For the fields 2007 Current FY through 2012 BY+3</b>	Enter into each field the proposed funding level if funding is requested for that year; otherwise leave the field blank

<i>Attachments</i>	The following is guidance for the Attachments tab
<b>New, Renewal and Supplement Proposals</b>	Add a single attachment under the Other category. This attachment should include all information for the proposal as defined by SC Grants and Contracts as well as any requirements stated in the solicitation (if any) to which the proposal is responding or in instructions (if any) from the SC program manager responsible for the project who has requested the submission.
<b>Change, Informational and Other Proposals (Not requesting additional funding)</b>	Add a single attachment under Technical Progress category. This attachment should include all information for the proposal, including those in instructions (if any) from the SC program manager responsible for the project who has requested the submission.